

DEPARTMENT OF THE ARMY
 SAVANNAH DISTRICT CORPS OF ENGINEERS
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DISTRICT REGULATION
 NO. 700-1-3

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Logistics Management
 POLICIES AND PROCEDURES

This regulation provides the Logistics customer with a consolidated easy reference guide to Logistics policies and procedures. It incorporates all Logistics local regulations into one regulation that will be updated as necessary.

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CHAPTER 1

GENERAL

1-1. Purpose. To establish policies, authority, and procedures to acquire services and conduct Logistics operations within the Savannah District.

1-2. Applicability. This regulation applies to all offices in the Savannah District.

1-3. References.

a. AR 405-70, 15 Aug 93, Utilization of Real Property.

b. ER 700-1-1, 1 Dec 95, USACE Supply Policies and Procedures.

c. ER 37-2-10, 1 Apr 69, Accounting and Reporting Civil Works Activities.

d. ER 56-2-1, 15 Jan 99, Administrative Vehicle Management - Civil Works.

e. ER 56-3-1, 1 Jun 82, Motor Vehicle Registration and Inventory (RCS:CSGLD-1608).

f. EP 750-1-1, 30 Nov 97, Procedural Pamphlet for Material Maintenance Policies.

g. JTR Vol. II, 1 Nov 98, Joint Travel Regulations.

h. ER 735-5, 31 Mar 95, Policies and Procedures for Property Accountability.

1-4. Administrative Details or Procedures. The Logistics Management Office (LMO) is responsible to the Commander to conduct business and provide services in the areas of Supply, Transportation, Maintenance, and Facilities, and provide these services in accordance with (IAW) all regulations referenced above.

CHAPTER 2

TRANSPORTATION

2-1. Motor Pool Operations.

a. Hours of operation. **The Motor Pool hours of operation are between 0700 and 1700, Monday through Friday.** Any activities not within the hours of operation must be coordinated with the Transportation Officer at extension 5336.

b. Vehicle reservations. All vehicles must be reserved before the vehicles are dispatched. Reservations are on a first-come-first-served basis. Limited flexibility is allowed on the type of vehicles requested. To make reservations, the user or his/her designee can call the Motor Pool at (912) 652-5395 or 5336. When making the reservation, the dispatcher needs the following information: name of the driver, type of vehicle requested, the dates for the trip, and the trip's destination.

c. Purchase Request and Commitment (PR&C). To use a Government vehicle, the requesting employee must initiate a PR&C in the Corps of Engineers Financial Management System (CEFMS). The CEFMS path is 3, 5, 4, 3, 4, 6 and is sent to K670D00. The requester or originator must estimate the number of days and miles that will be used, originate two line items, one for days and one for miles, and have the proper resource code for the vehicle (resource codes listed below). The resource code will populate the cost. Once the PR&C is originated, it must have the supervisor's approval and certification. On the trip ticket, put the last four digits of the PR&C instead of the charge number. Following are the resource codes:

- GSEDANS - GSA Sedan
- GTRUCK-GP1 - 4X2 GSA Truck and/or Van
- GTRUCK-GP2 - 4X4 GSA Truck and/or Suburban
- GTRUCK-GP3 - GSA Stake Bed Truck
- CTRUCK-GP4 - Corps owned large Stakebed Truck
- DRILLRIG - Drill Rig

d. Acquiring a vehicle during normal hours of operations. On the day of the trip, the driver must report to the Motor Pool and give the dispatcher the name of the person for whom the vehicle is reserved. The driver will receive the keys to the vehicle, the logbook, sign for a Voyager gas card, and if needed, sign for a garage access key. The driver must give the dispatcher a PR&C number for the use of the vehicle. (See above

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sub-paragraph for vehicle PR&C and paragraph 3-5 for use of the Voyager gas card).

e. Returning to the Motor Pool during normal hours of operation. The driver will turn in the logbook, keys, Voyager gas card, garage access key, and any gas receipts to the dispatcher. The logbook must be correctly filled out to include the ending odometer reading and the mileage traveled. The vehicle should be refueled before returning to the Motor Pool. If the driver observed any problems with the vehicle, the Transportation Officer should be informed at this time.

f. Acquiring the vehicle after normal hours of operation or during the weekend. If a driver is leaving before or after normal hours of operation or during the weekend, it is the driver's responsibility to coordinate with the Motor Pool for dispatching a vehicle in advance. The driver is allowed to obtain the keys, logbook, Voyager card, and garage access key during normal hours of operation the day before the Temporary Duty (TDY) is to begin. The car will remain in the Motor Pool until the employee is ready to depart. At NO TIME will a Government vehicle be taken to the driver's residence or anywhere not appropriate to the normal conduct of Government business.

g. Returning the vehicle after normal hours of operation or during the weekend. If a vehicle is returned after normal hours of operation or during the weekend, the driver must correctly fill out the logbook and place the book in the silver box located in the basement of the District Office. The keys, Voyager gas card, gas receipts, and garage access key (the key is needed to gain access into the garage, not out of the garage) are to be placed in the slot of the locked drop-box. The Motor Pool employees will retrieve the items upon reporting to work on the next duty day. If any problem with this occurs, the driver must inform the Motor Pool employees first thing on the next duty day.

h. Storage of a Privately Owned Vehicle (POV) in the Motor Pool. The driver of a Government vehicle is authorized to leave a POV in the Motor Pool **only** if TDY is overnight. Employees not going overnight are not authorized to park a POV in the Motor Pool. The parking of POVs in the Motor Pool is a one for one exchange, therefore only one person is allowed to park a POV in the Motor Pool. The driver must leave one set of keys to the POV with the Motor Pool employees. The keys to the POV will be kept in the Motor Pool Office unless the employee is returning

after hours. If this is the case, the keys will be placed in the POV.

2-2. Field Office Operations.

a. For the use of a Government vehicle, the parking of POVs and the use of the Voyager gas cards, employees are to conform to the local policy of the field office supervisor. At NO TIME will a Government vehicle be taken to the driver's residence or anywhere not appropriate to the normal conduct of Government business.

b. PR&Cs are requested in bulk for the vehicles of field offices, and the usage and mileage is reported to the District Office at the end of each month.

2-3. Non-Availability of a Government Vehicle.

a. Privately Owned Vehicles. An employee may use a POV if a Government vehicle is not available. The supervisor may direct travel by any mode (e.g., Government or commercial air, bus, train). However, a supervisor can not require the employee to use a POV for official travel. If a certain mode of travel is directed and another mode of travel is used, reimbursement at the minimum rate is authorized. When use of a POV is approved by the supervisor as the best means of travel, reimbursement is authorized at the standard rate per mile. If the supervisor does not approve using a POV and one is used anyway, reimbursement is authorized at the minimum rate per mile. In either case, reimbursement is only authorized for the driver.

b. Statement of Non-Availability. If an employee requests a Government vehicle and one is not available, the employee may use a POV. However, the employee must obtain a signed Statement of Non-Availability from the transportation office. This statement must be submitted with the employee's travel voucher.

c. Rental Cars. If a Government vehicle is not available and the employee does not wish to use a POV, a rental car may be authorized. Car rentals are to be handled by the Carlson-Wagonlit Travel representative, (912) 652-6066, located on the first floor of the District Office. The employee must call ahead to reserve a vehicle and present a copy of the travel orders, the dates for the rental, the type of vehicle, and the pick-up/drop-off times for the vehicle, to the Carlson-Wagonlit Travel representative. The Carlson-Wagonlit Travel representative will

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handle all the arrangements for rental of the vehicle. The smallest vehicle to accomplish the mission will be rented.

2-4. Use of Government Quarters. Lodging Success Program (LSP) is mandatory for all Active Duty, Reserve, National Guard, and Civilian Personnel on official Army travel orders to the National Capital Region (NCR); San Antonio, TX Region; Atlanta, GA Region; and Oahu, HI Region. Group coordinators of travelers attending conferences, seminars, meetings, or training classes are required to contact the Army Central Reservation Center (ACRC) prior to booking room blocks for the event in order to determine space availability and maximize cost savings at LSP contract hotels. When group-lodging requirements are unavailable at LSP hotels, the ACRC is authorized to issue a single nonavailability (NA) control number to the group coordinator. The NA number must be annotated on the official travel orders (DD 1610, block 16, remarks) for the purpose of reimbursement. Travelers to the LSP areas described above must contact the ACRC for reservations in order to receive the LSP rate. Without a NA control number issued by ACRC, the traveler will be reimbursed at no more than the contract daily room rate. ACRC hours of operation are Mon-Fri, 0600-2100 EST, Sat, Sun, and holidays, 0800-1800 EST. ACRC may be reached at 1-800-GOARMY1, 1-800-462-7691, or DSN 897-2790. Reservation requests may also be faxed to ACRC at commercial (256) 876-6870 or DSN 746-6870. When an employee's overnight travel is to a Government or military installation, the employee must occupy Government quarters. If the employee does not occupy Government quarters, a Statement of Non-Availability or a Non-Availability Confirmation Number must be obtained from the installation billeting office and submitted with the employee's travel voucher. A Statement of Non-Availability may be obtained telephonically, however the employee must put the confirmation number on the travel orders. If an employee does not stay in Government quarters or have a Statement of Non-Availability, reimbursement for housing will be at the per diem rate for Government quarters. Army billeting offices can also be contacted by calling 1-800-GOARMY1.

2-5. Travel Orders. Travel orders are originated in CEFMS. To request travel by commercial air, the employee must enter the code TP (TRNSPN REQ - PLANE) for air travel which the Government is paying for. The cost code is 4 - TRANSPORTATION AMT - GOVT TRANS REQUEST, the actual cost of the airline ticket. If an employee is purchasing the ticket, the code is CP - COMMERCIAL PLANE and the cost code is 3 - COMMERCIAL TRNS AMT - TRAVELER,

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for the price of the airline ticket, and it must not exceed the Government rate for airline travel.

2-6. Travel by Charter Aircraft. The use of charter aircraft is usually reserved for the District Commander. Any other element that wishes to fly by a chartered aircraft must forward a request to the Executive Office for approval. After approval, contact the Travel Office for reservations. All charter flights are charged to the District's Corporate Credit Card. Preparation of travel orders should be the same as commercial air (TP-TRNSPN REQ - PLANE). Contact the LM Travel Office for an estimate of the charter flight.

2-7. Travel by Commercial Airlines.

a. Reservations. Government and military personnel who are performing TDY will make reservations through Carlson-Wagonlit Travel. Reservations should be made as far in advance as possible. The office can make reservations for airlines, trains, and rental cars. Travel orders are not needed to make a reservation, however two copies are required to pick-up the tickets from the travel representative. Upon receiving the travel orders, the Carlson-Wagonlit Travel representative will input the information into their travel system and issue the employee a ticket and an itinerary. Employees are to review the itinerary for correct travel information (i.e. destination, time of departure, time of arrival, rental car information, and hotel reservations). An advance copy of the itinerary is available upon request. If reservations are made and tickets purchased by an employee, the reimbursed amount is not to exceed the Government rate.

b. Frequent Flyer Miles. The mileage points received from an airline ticket while on official TDY belong to the U.S. Government. There are no exceptions. Even if the Government cannot use them, they may not be used for personal travel. These mileage points can be used only in connection with official travel. They may not be used for travel on permissive TDY or while on leave. The employee may use the points to upgrade seating while on TDY, but not to first class. If the flight has only two classes of seating, no upgrade is allowed. It is not required, but recommended that an employee maintain separate accounts for personal travel benefits and those benefits earned while on official TDY travel.

c. Upgrades to First Class Air. Joint Travel Regulation (JTR) and Joint Federal Travel Regulation (JFTR) prohibits first

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class air travel except in three narrowly construed situations. The Secretary of the Army's approval is required if any of these exceptions are used. This does not mean that an employee may never upgrade to fly first class while TDY. Upgrades are permissible in the following situations:

(1) An employee may use Frequent Flyer benefits earned while on personal travel.

(2) An employee may use his/her own funds to upgrade.

(3) An employee may accept an on-the-spot upgrade that is not being offered because of grade or position.

(4) An employee may use a coupon that was received because of membership in an airline club by virtue of the number of miles flown with the airline, even if some or all were flown on TDY. However, this must be a no-cost upgrade, meaning that the employee did not cash in official mileage points to gain membership to the club or exchange official points for the coupon.

d. Delays in Flights. If an employee is bumped by the airline, they may provide the employee with a hotel room, meals, and a coupon for a round-trip ticket anyplace in the U.S. All such benefits belong to the Government. The employee's travel voucher should reflect no cost for the hotel and per diem will be reduced accordingly for the meals. The coupon for a round trip ticket can only be used for future Government travel. If an employee volunteers to be bumped and received these benefits, the benefits belong to the employee, however the delay must not interfere with or delay the mission, nor should the Government incur any additional costs because of the delay. The employee's travel claim must reflect this personal time.

2-8. Travel by Train. Train reservations should also be made through Carlson-Wagonlit Travel. The cost of the trip is not to exceed the Government rate for travel, and travel will be limited to the amount of time for travel from the point of origin to the duty station by commercial air. If the travel by train exceeds the limit, the time falls under Reconstructive Travel (See paragraph 2-12). On the travel orders in CEFMS, enter the code TR (TRNSPN REQ-RAIL) and cost code 4, the actual cost of the train ticket.

2-9. Foreign/Overseas Travel.

a. Employees must notify the Travel Office prior to making any arrangements or reservations for foreign travel. A country clearance is required for most foreign travel. Country clearances require at least 30 days notice. The Travel Office will obtain authority from Headquarters United States Army Corps of Engineers (HQUSACE) to proceed with the clearance and inform the employee of all necessary documents for overseas travel.

b. Employees must contact Carlson-Wagonlit Travel for the necessary airline, hotel, and rental car reservations (see paragraph 2-7-a).

c. The following documents are needed before a clearance is requested:

(1) ENG-Form 4960-R: Request for Approval of Foreign Travel.

(2) DA Form 2374-R: Notification of Foreign Visit.

(3) Passports and Visas

d. The Travel Office will type a clearance message on DD Form 173-2 (Joint Message Form) and forward it to IM-PR for transmission.

e. Employees traveling to foreign countries are advised to check with the Travel Office for any restrictions on personal items when entering and leaving a foreign country.

f. If the scheduled flight is for over 14 hours, a 24 hour layover is authorized for the employee.

2-10. Passports/Visas.

a. The Passport Office located at Hunter Army Airfield will assist Government employees with passport/visa applications. The Passport Office is located in building 1286, directly across from the Post Exchange. The telephone number is (912) 352-6416.

b. The employee should go to the Passport Office with an old passport or a birth certificate with a raised seal. The Passport Office will assist the employee with the necessary forms, take the required pictures, and mail the application to the State Department.

c. When the passport or visa is processed, the personnel at the Passport Office will notify the employee to pickup his/her passport or visa. Government employees do not need travel orders to process the passport/visa application, however the employee is required to have a valid travel order to pick up the passport or visa.

d. Employees should begin the application process as soon as they become aware of the possible need for a passport or visa. The entire process takes approximately 6 weeks to complete.

2-11. Reconstructive Travel. Reconstructive travel is travel that has been reconstructed as if the employee had flown to his/her destination. Example: An employee is directed to go to New Orleans, LA, for TDY. The employee decides to take a POV and drives Saturday and Sunday instead of flying. The employee is only eligible for reimbursement for three-quarters of a day's per diem Sunday (the day of the flight), and is not eligible for any per diem Saturday. The same rule applies for the return trip.

2-12. Permanent Change of Station (PCS). Information on PCS and how to file a PCS claim is found in Savannah District's Permanent Change of Station Travel Pamphlet.

2-13. Actual Expense Authorization (AEA).

a. The authority to approve/disapprove a request for AEA is delegated by the Commander to the Order Approving Official **only**.

b. Any request for AEA must be submitted prior to the start of travel and must contain the following information:

- (1) Dates the travel is to be performed.
- (2) Why the normal authorized per diem is not sufficient.
- (3) Where the conference, meeting, or training is to be conducted.
- (4) The grade or rank of the senior person in attendance.

(5) A statement confirming that a thorough check of hotels in the area has been made and lodging is not available within the authorized per diem.

c. Travelers should not occupy lodging above the authorized per diem amount without prior approval.

d. When AEA is approved, a copy of the memorandum of approval must be filed with the traveler's records along with other mandatory documents.

e. The CEFMS travel voucher will only accept approved lodging rates. For example, the approved per diem lodging rate for a given area is \$65 and the actual expense is approved for \$75. The amount of \$65 is entered in the main body of the travel voucher and \$10 per night should be entered in the miscellaneous portion of the voucher with "Authorized AEA" listed as the miscellaneous item.

CHAPTER 3

MAINTENANCE

3-1. Oil Analysis. Oil analysis will be taken in accordance with the monthly list provided by the Army Oil Analysis Program (AOAP) Lab. Samples and Form DD 2026 will be sent to the lab at Hunter Army Airfield for testing. Upon completion of the test, the results will be sent to the District Maintenance Office. If an abnormal result is found, the Transportation Officer will notify the appropriate office and that office will follow the instructions from the lab to correct the problem, including re-sampling and/or changing the oil if and when necessary. Any questions regarding AOAP or entering a piece of equipment into the program should be directed to the District Transportation Officer at (912) 652-5336.

3-2. Emergency Service/Breakdowns and Repairs. If a General Services Administration (GSA) vehicle breaks down, the operator must call the GSA Maintenance Control Center's 24 hour toll free number at 1-888-622-6344 to speak with a technician for vehicle repair information. GSA will designate where the vehicle is to be repaired. Upon completion of the repairs, all invoices should be given to the vehicle manager who will forward them to the local GSA Representative.

3-3. Accidents. If an accident occurs with a GSA vehicle, the operator must fill out the accident packet (which includes Standard Form 91) located in the glove compartment of each vehicle. Obtain a completed police report, contact GSA at 888-423-6848, and notify the District Safety Office at (912) 652-5485.

3-4. Routine Maintenance and Services. GSA will designate when, where, and what type of service is to be conducted on each GSA vehicle. The operator will receive a notification of services from GSA. Upon completion of the required services, the vehicle manager will send the completed form with the current mileage of the vehicle and the date services were completed to GSA.

3-5. Fueling.

a. All vehicles and equipment will be fueled using the Voyager Gas Credit Card.

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b. When queried by the vendor for a Personal Identification Number (PIN), the operator must input current mileage of the vehicle along with the PIN. This number is found inside the logbook or will be given to the operator when the vehicle or equipment is dispatched. If any problems occur with the Voyager gas card, contact Voyager Customer Service at the 24 hour toll free number located on the back of the card. If the number is not on the back of the card, call 1-800-987-6589.

c. Turn in all receipts to the dispatching office.

3-6. Roles And Responsibilities.

a. Maintenance Officer - LMO:

(1) Develop local policies and procedures as necessary to implement the materiel maintenance management program.

(2) Monitor the maintenance program and advise the Chief, LM, of changes necessary to improve local maintenance policies and procedures.

(3) Conduct semi-annual vehicle and maintenance inspections of all field sites, the Engineer Depot, and all division elements to ensure that materiel standards are being complied with.

(4) Conduct annual written evaluation and review of the materiel maintenance program within the District.

b. Maintenance Managers: (appointed by the Savannah District Division/Office Chiefs)

(1) Ensure that scheduled and unscheduled maintenance of all personal property is performed expeditiously and by the most economical means available. Perform duties in accordance with EP 750-1-1.

(2) Oversee Maintenance Coordinators within their activity.

(3) Perform other duties as prescribed by maintenance regulations and policies.

c. Maintenance Coordinators: (appointed by the Maintenance Manager).

(1) Perform duties in accordance with ER 750-1-1, Chapters 2 and 3.

(2) Responsible for the maintenance of specific items(s) of equipment or for groups of equipment.

(3) Coordinate dispatching functions and procedures.

(4) Receive Equipment Maintenance Checks and Service (EMCS) and determine if the equipment is operational and safe for use.

(5) Ensure that maintenance data is maintained and transferred to permanent records.

(6) Ensure that scheduled and unscheduled maintenance is performed.

(7) Responsible for upward reporting requirements through maintenance channels.

(8) Responsible for tracking and complying with warranty requirements.

(9) Maintain operator records and maintenance records.

d. Operators: (appointed by office supervisor)

(1) Receive equipment from the Maintenance Coordinator.

(2) Ensure the safe operation of the equipment at all times.

(3) Check and maintain a proper fluid level in the equipment at all times.

(4) Ensure that the vehicle has been refueled before turn-in.

(5) Complete the dispatch form and turn in all records, receipts, keys, credit cards, and garage cards upon completion.

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(6) Report any maintenance problems or shortcomings to the Maintenance Coordinator immediately upon discovery.

CHAPTER 4

SUPPLY

4-1. Purchase of Office Supplies.

a. Each office will purchase all office supplies via the Government VISA Card. The GSA Customer Service Center (CSC) Catalog will be utilized for quick ship directly to the cardholder by calling (703) 305-6658 or by internet access at <http://pub.fss.gsa.gov/services/gsa-smartpay>. You may also email the CSC at Internet address Csc.order@gsa.gov. To place a written order, complete GSA Form 3525, blocks 1, 2, 3, 4, 12, 13, 14a, 14d, 14d, and 14e, located in the back of the CSC Catalog, to include the activity address code 964312, and an access code assigned by the ordering individual. Items not purchased from the CSC Catalog may be purchased via the ADVANTAGE Program on the Internet. The web address for ADVANTAGE Program is <http://www.fss.gsa.gov>. The ADVANTAGE Program requires use of a secure browser such as Netscape or Explorer. When using a credit card to order from ADVANTAGE, a password or access code won't be needed.

b. LM-S will approve all PR&Cs for supplies, equipment, and property items. Service PR&Cs will not route through LM-S unless the incorrect resource code is used. PR&Cs for LM-S approval are routed to the Army Personal Property Management System (APPMs) automatically via CEFMS. The Property Book Officer (PBO) will import PR&Cs for approval twice daily, once in the morning and again in the afternoon. Individual PR&C approval IS NOT POSSIBLE on this system because ALL PR&Cs ready for LM-S approval are imported at the same time during the transmission. Please do not contact the PBO for individual PR&C approval unless the purchase is an emergency and the mission cannot be accomplished without the immediate purchase of the item(s).

c. See paragraph 5-5 for guidance on purchasing furniture.

4-2. Delivery and Receiving. Purchases will be delivered to the loading dock at the Federal Building, 100 W. Oglethorpe Avenue, Whitaker Street entrance. A Logistics team member will accept the purchase and the end user will be contacted by telephone to pick up the item(s) or make arrangements to have the item(s) delivered if the weight or size warrants delivery. The address code for the Federal Building if ordering from GSA is 964312.

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All property items will be bar-coded by the PBO, inspected, and prepared for pickup by or delivery to the end user. Receiving reports for items purchased by credit card will be done by the cardholder within 3 working days. Items purchased by other methods will also be delivered to the loading dock at the Federal Building. The Materials Handler or Supply Technician in LM-S will do receiving reports. For any GSA or Defense Logistics Agency (DLA) items ordered for an office by LM-S personnel, forward a copy of your PR&C to LM-S. LM-S will only order item(s) that cannot be ordered by the credit card holder. The requesting office, not LM-S personnel, will do all approvals, including final obligations.

4-3. Mandatory Sources. Excess property must be checked prior to ordering any item other than office supplies. Call LM-S, extension 5409 to see what is on hand. The office keeps excess lists from other Corps Districts. DLA, UNICOR, and the Association for the Blind and Handicapped are still mandatory sources, and must be consulted prior to ordering any item from other sources. Open market sources should only be used if items cannot be acquired from the above mandatory sources. UNICOR requires a waiver prior to purchasing any of their items from other sources. Some local office supply companies carry mandatory items, and if the item(s) are under a GSA Contract, you may purchase them there. However, make sure that the company has a GSA Contract prior to making your purchase.

4-4. Items LM-S Will Continue to Stock. LM-S will continue to stock copier paper, Corps mailing envelopes, and fluorescent bulbs for shelf lights. To acquire these supplies, call ext. 5295. The order will be filled for pickup or delivery.

4-5. Disposal of Excess Property. When an office has property on hand that is excess to the needs of the District, call the PBO at extension 5954. He will assist you in completing the necessary paper work, ENG Form 4900-R, Property Control Receipt (PCR). After the paper work is completed, call the Chief, LM-S at ext. 5409 and arrangements will be made to have the property physically removed. The property will be placed in the LM-S holding account until final disposition takes place. Excess property in serviceable condition must be circularized throughout the Corps of Engineers for a period of 30 days. If no one requests the property, it will be physically moved to the Defense Reutilization and Marketing Office (DRMO). Personal computers and related equipment are usually donated to a school system after being circularized through Army channels. Small quantities

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of hazardous materials or wastes may be disposed of by LM-S. Call the Chief, LM-S, ext. 5409, for pickup.

4-6. Labor Services. If labor services are required for any reason, call the Facility Manager at extension 5192 or send an e-mail message with detailed requirements to the Facility Manager or his assistant.

4-7. Inventory Management System. This system was devised as a method of accounting for repair parts or components with a unit value of or greater than \$10k, and will be recorded in CEFMS. It also includes mission critical items that are defined as long lead items (acquisition lead-time greater than 120 days), mission failure, safety, legal, and environmental items. Additional items may be included in the system at a later date as determined by the Commander. The LM POC for this system is the Chief, LM-S, ext. 5409.

4-8. Property Accountability.

a. The Hand Receipt Holder (HRH) and Sub-Hand Receipt Holder (SHRH) are responsible for maintaining accountability of property appearing on their official hand receipt account listing. Supervisors no lower than branch level (or equivalent) will normally be designated as HRHs. Division and Office Chiefs are responsible for notifying the PBO of anticipated departures of a HRH and designating a new HRH. HRHs are to sub-hand receipt items to user level. Call the PBO for instructions on how to accomplish this.

b. Lost, damaged, stolen, or destroyed property is to be reported to the PBO within 2 working days after knowledge of the incident. This can be done by telephone and the PBO will provide instructions on how to complete a DA Form 4697, Report of Survey (ROS), and answer any questions on the ROS process.

c. Internal changes, transfers, or turn-ins of property will be reported to the PBO immediately. Use the PCR to control the flow of property within your area.

d. If property is received in the HRHs area that has not been bar-coded, the PBO is to be notified immediately so the property may be bar-coded.

e. One hundred percent inventory of property within the Hand Receipt Account (HRA) listing will be accomplished annually

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by the HRH. The HRH will be notified by the PBO in writing of the date and time of the inventory. The PBO will assist in the inventory if requested by the HRH. The inventory will be accomplished by use of scanners, and an inventory result listing will be provided to the HRH to reconcile the findings with the property book record. If there are overages, action must be taken to return property to the proper HRH, transfer to the proper HRA, or turn in as excess. Once again, the PCR will be used to accomplish this. If shortages occur, the property must be physically located or a DA Form 4697, ROS, submitted within 15 calendar days. After the hand receipt has been reconciled with 100 percent accounting of all items, the HRH will sign the HRA listing. Once the HRH has inventoried all items and signed the account printout, the original will be returned to the PBO.

f. The HRH may allow the use of privately owned property within their area of control. Use ENG Form 4878 to identify this property. The "Privately Owned Property Tags" may be obtained from the PBO.

g. If property is to be temporarily removed for repair, a PCR will be partially completed. Fill in blocks 1, 2, 3, 7, and 8. The vendor/representative physically removing the property will fill in blocks 4, 5, and 6. The PBO will sign in block 9, make a copy for the vendor/representative, and a copy for the HRH. The vendor/representative then takes the copy to the Chief, LM for final approval before leaving the premises with the property.

h. If property is to be temporarily removed for reasons other than repair, a PCR will be partially completed. Fill in blocks 1, 2, 3, 5, 6, and 7. The PBO will keep the original, and a copy will be kept by the HRH to be filed with the HRA listing until the property is returned.

i. If property is to be loaned to an individual outside the HRH's supervisory area of responsibility, the PCR must be signed for between HRHs. Complete blocks 1, 2, 3, 4, 5, and 6. Both the loaning and the receiving HRHs will retain a copy to be filed with the HRA listing.

j. If property is to be loaned to an individual outside Savannah District, the HRH loaning the property will complete a PCR completing blocks 1, 2, 3, 4, 5, 6, 7, and 8. The HRH will prepare a memo with the necessary information about the loan, i.e., the reason for loan, length of loan, and name and address

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of party accepting responsibility for the property. The property being loaned, memo, and the PCR will be sent to the PBO. The PBO will sign block 10 and retain a copy for suspense. A signed copy will be sent to the HRH. Arrangements for shipping the property will be handled by LM-S personnel.

k. Walk-Through Usage Review. In accordance with ER 700-1-1, chapter 3, paragraph 3-27, equipment walk-through usage reviews will be performed at least semi-annually to identify unused or seldom-used equipment. Each hand receipt holder will conduct these reviews using SAS Form 1305 between 1-15 April and 1-15 October of each year. Submit the completed forms to the Supply Officer (LM-S).

4-9. Terms.

a. Access code - A code assigned to the cardholder to access the CSC. Complete GSA Form 3525, assign a code, and fax or mail it to GSA.

b. Activity address code - the six-digit code assigned to the delivery address. Federal Building - 964312.

c. ADVANTAGE Program - An on-line shopping service where you can order by using your Government VISA Card without needing any access codes or passwords.

d. Excess Property - Property that is considered excess to the needs of Savannah District or other corps districts.

e. Hand Receipt - A document used as a formal record denoting acceptance of and responsibility for personal property.

f. Hand Receipt Account (HRA) - A list of non-expendable property assigned to a Hand Receipt Holder.

g. Hand Receipt Account Number (HRA Number) - A number assigned to each area of responsibility.

h. Hand Receipt Holder (HRH) - The individual selected at the Division or Branch Chief level who is responsible for the care, use, and safe keeping of the property within the accountable area.

i. Inventory - A physical count of all accountable property.

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j. Inventory Reconciliation - A match between physical counts and the accountable records to identify and adjust accountable records when in disagreement with the physical count.

k. Mandatory Sources - Sources Government agencies are required by law to use.

l. Open Market Sources - Private industry sources.

m. Pilferable Property - Property of any dollar value that is portable and easily misplaced, taken or stolen, and which should be secured when not in use, i.e., calculators, pocket recorders, portable terminals.

n. Property Book - Record book kept in LM-S in which are listed the quantities and classifications of equipment for CESAS.

o. Property Book Officer (PBO) - An individual appointed in writing by the Commander to centrally oversee personal property assigned to the District.

p. Quick ship - Shipment in 24 hours with many orders shipped the same day and delivered the next, no extra charges. The prices already include shipping and handling.

q. Secure browser - An on-line service that allows you to access the ADVANTAGE Program. Since the Visa Card will be used, GSA requires a browser that is considered "secure".

r. Serviceable Condition - Property assigned condition codes A through E.

s. Sub-Hand Receipt Holder (SHRH) - An individual who acknowledges receipt of pilferable property from the HRH of his/her branch on copy 2 (yellow) of the Property Hand Receipt, ENG Form 4866, ENG Form 4900-R, or an internal control listing established by the HRH.

t. UNICOR - Federal Prison Industries.

CHAPTER 5

FACILITIES

5-1. Overtime Utilities. Normal operating hours of the Juliette Gordon Low Federal Building are 0600-1800 hours Monday through Friday, excluding holidays. To obtain lights and air conditioning after 1800 on workdays, weekends, and holidays, a request (CESAS Form 1117) must be submitted to the Facility Manager no later than 1200 noon on the day for which the service is requested and 1200 noon on days preceding weekends and holidays. The request may also be submitted by e-mail, receipt requested. If you have not received an e-mail receipt before the deadline, hand carry a request to LM. Exact dates, times, and building quadrants **MUST** be noted in the request as well as office symbol, name, and extension number. **Only requests submitted by the supervisor will be accepted.**

5-2. Movement of Furnishings and Partitions. All requests for relocation or installation of furnishings and partitions must be submitted to the Facility Manager. Minor relocations such as moves involving up to three workstations can be explained to the Facility Manager. Major relocations such as movement of an entire section or branch will require drawings. In most cases, these drawings will be prepared by in-house designers and will be charged to the requesting office as well as other charges for labor or data/phone line installation. Funds to cover the cost of these relocations must be processed within CEFMS prior to the commencement of the work.

5-3. Renovations and Major Construction. GSA **must** approve any renovations or construction to the facility. The requester will be furnished a firm price to accomplish the work and work will be performed by the GSA partition contractor. The Facility Manager will function as the District's Contracting Officer's Representative (COR) on all renovation and construction contracts with GSA. Pre-construction conferences will be scheduled and attended by GSA, the partition contractor, the requester, and the Facility Manager. All challenges and concerns will be solved prior to start of the project.

5-4. Frequent, Re-occurring Requests. Requests such as conference room arrangement, dysfunctional cabinets, replacement of light bulbs, temperature adjustments, etc., will be submitted by CESAS Form 1117 or e-mail to the Facility Manager. The Facility Manager will contact the appropriate component to

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accomplish the work. **For emergencies only**, when the Facility Manager or other LM personnel cannot be contacted, team members may contact GSA at 652-4208.

5-5. Furniture Purchased for the Facility. All anticipated purchases for furniture and fixtures for the JGL Federal Building will be approved by the Facility Manager. The Facility Manager's approval is needed to ensure that purchases are IAW the established decor of the facility and that the components are compatible to connect with present partitions or modular furniture. The process will also give the Logistics Office a chance to check excess inventory for any items on hand, as well as ensuring that the proper source of procurement is used.

5-6. Conference Room Scheduling. There are 12 jointly used conference rooms within the Federal Building. These conference rooms must be scheduled prior to use. Projectors, podiums, and screens needed for meetings or conferences may be obtained by sending an e-mail message to the Facility Manager. Listed below are the available conference rooms, seating capacities, and points of contact for scheduling these rooms.

<u>NAME</u>	<u>FLOOR</u>	<u>Seating</u>	<u>POC</u>
GSA Room 1015	1	30	x5421 (LM)
GSA Room 1019	1	30	x5421 (LM)
Bid Opening Room	2	20	x5902 (CT)
EN Room (open area)	2	10	x5260 (EN-D)
Savannah Room	2	30	x5384 (PM-M)
EN-EP Conference Room	2	10	x5703 (EN-EP)
Abercorn Room (Training)	2	30	x5528 (IM)
EN Conference Room	3	10	x5228 (EN)
Whitaker Room	3	12	x5345 (OP)
Barnard Room	3	30	x5203 (RE)
Executive Conference Room	3	50	x5680 (EO)
Planning Conference Room	3	30	x5271 (PD)

/s/
JOSEPH K. SCHMITT
COL, EN
Commanding

DISTRIBUTION: C & D